



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 5330.2A  
N01  
APR 26 1999

NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 5330.2A

From: Commander, Naval Training Center, Great Lakes

Subj: NAVAL TRAINING CENTER (NTC) "KEY AND ESSENTIAL" OR  
"CRITICAL SERVICES" PERSONNEL

Ref: (a) NTCGLAKESINST 12610.1D  
(b) NTCGLAKESINST 3141.2C

Encl: (1) Listing of "Key and Essential" or "Critical Services"  
Personnel  
(2) Sample letter of designation for "Key and Essential"  
or "Critical Services" Personnel

1. Purpose. To identify military and civilian "Key and Essential" or "Critical Services" personnel at Naval Training Center (NTC) Complex and Transient Personnel Unit (TPU), Navy Exchange (NEX) and Commissary and to establish responsibilities in the case of administrative dismissals from work in accordance with reference (a).

2. Cancellation. NTCGLAKESINST 5330.2. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. All military and civilian personnel assigned to NTC, TPU, NEX and the Commissary are to presume their activity will be open each regular workday regardless of weather or other emergency conditions which may develop. However, emergency situations arise which may result in the closing of an activity or a drawdown of personnel within the NTC Complex for a short period of time. These situations may include extreme weather conditions, disasters such as fires or floods, reduction or suspension of operations because of fuel or power shortage, breakdown of essential services or facilities, mass demonstrations, or similar circumstances.

4. Discussion

a. There are certain critical operations which cannot be

APR 26 1999

suspended or interrupted even though it may be necessary to excuse most personnel for all or part of a day. To assure continuity of operations in such cases, commands are required to identify employees who are critical to daily operations regardless of emergency situations, drawdown of the NTC Complex, or general dismissal authorizations. Enclosure (1) is a listing of all NTC, TPU, NEX and Commissary "Key and Essential" or "Critical Services" personnel. The personnel filling these billets are required to be at work regardless of emergency situations as identified above. Also, depending on the nature and/or timing of emergency situations, personnel who have not been previously designated as "Key or Essential" or "Critical Services" personnel may be required to work or to remain at their work site. The Commander, Naval Training Center (CNTC); CO, TPU; General Manager, NEX; and Manager, DECA Commissary Store will make the determination for their individual activities based on guidance received from CNTC and ensure affected personnel are notified. Personnel in a duty status or scheduled for duty will be expected to stand that duty.

b. Nothing in this instruction shall be construed as an order to endanger life or limb in order to get to work. NTC is a service-oriented command; many of our services will be required, if possible. Common sense must prevail regarding attempts to come to work.

5. Administrative Dismissals. Reference (a) details policies and procedures for civilian employees in the case of administrative dismissals. Reference (b) outlines specific guidance related to administrative dismissals during severe winter weather conditions. CNTC will make the determination of administrative dismissals at the beginning and during the workday.

6. Action

a. Personnel occupying billets listed in enclosure (1) are to report to work regardless of emergency situations, drawdown of the NTC Complex, or general dismissal authorizations.

b. Personnel in a duty status, or scheduled to report for duty will report regardless of emergency situations, drawdown of the NTC Complex, or general dismissal authorizations. (This

APR 26 1999

includes Duty Chaplains, Master-At-Arms, Sentry Division personnel, Command Duty Officers (CDO), etc.)

c. When notified by CNTC, Chief of Staff, Operations (COS) or NTC Command Duty Officer, the Administrative Officer will inform Department Heads and Special Assistants, plus CO, TPU, General Manager, NEX and Manager, DECA Commissary Store of all administrative dismissals during the workday.

d. The Director, Security Department will ensure gate sentries are informed that "Key and Essential" or "Critical Services" personnel for all NTC activities are allowed entry to the base in the case of base closure.

e. Department Heads and Special Assistants, CO, TPU, General Manager, NEX and Manager, DECA Commissary Store will:

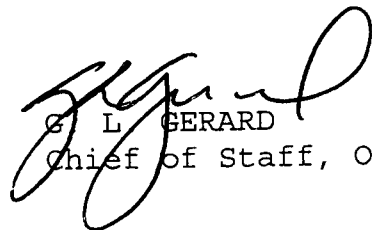
(1) Notify individual personnel occupying "Key and Essential" or "Critical Services" personnel of their requirement to be at work.

(2) Direct their personnel to refrain from making unofficial telephone inquiries to CNTC regarding decisions of administrative dismissals.

(3) Immediately notify Assistant Chiefs of Staff if changes occur to the billets designated in enclosure (1).

(4) Ensure that all assigned personnel are familiar with the contents of this instruction as well as references (a) and (b).

f. The NTC CDO will request permission for base closure from the COS (or in his absence, CNTC) when conditions indicate that a base drawdown should occur before the beginning of a workday.

  
G. L. GERARD  
Chief of Staff, Operations

Distribution:  
NTCGLAKESINST 5216.5M  
Lists I, II (Case B) & III

NTCGLAKESINST 5330.2A

APR 26 1999

LISTING OF "KEY AND ESSENTIAL" OR  
"CRITICAL SERVICES" PERSONNEL

<u>DEPARTMENT</u>	<u>BILLET</u>
Executive Staff	Chiefs of Staff Assistant Chiefs of Staff Command Master Chief
Staff Judge Advocate	None
Command Career Counselor	None
Safety Manager	Department Head
Administrative Office	Department Head
USN-TV	USN-TV Supervisor
Public Affairs Office	Public Affairs Officer
Morale, Welfare and Recreation	All Division Heads All Managers All Facility Maintenance Branch Staff All Snow Plowing Staff (if snow related)
Chaplain	Duty Chaplain
Family Service Center	None
Security Department	Director of Security Chief of Police Det Chief of Police Duty Armorer Sentries assigned Duty Section Marine Cadre
Fire Department	Duty Section

Enclosure (1)

Housing Department

All Berthing Assignment (Front Desk) Clerks

Supply Department

Assistant to Assistant Chief of Staff  
Customer Service/IMPAC APC  
Purchasing Department Officer  
Warehouse/Transportation Department Officer  
Personal Property Department Officer  
Postal/Plant Property Manager  
Budget/Building Administrator  
Leading Chief Petty Officer  
Warehouse Contract Project Manager  
Contract Postal Officer  
Contract Warehouse Supervisor  
Contract Motor Vehicle Operator

Training

MIS Coordinator  
All Computer Assistants, Specialists, and LAN Managers except FSC Assistant

Training Operations

Food Service Officer  
Galley Duty Watch Sections  
All military personnel assigned to Uniform Issue Department

NTC Watchstanders

Command Duty Officer  
Petty Officer of the Watch

Subordinate Commands

Navy Exchange

Commissary

Transient Personnel Unit

All Personnel  
All receiving and GS-1144 personnel (if deliveries are scheduled)  
All Duty Section personnel



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5320

N52

1 SEP 1998

From: Assistant Chief of Staff for Housing, Naval Training  
Center, Great Lakes  
To: All Berthing Assignment (Front Desk) Clerks  
Subj: EMERGENCY EMPLOYEES ASSIGNED TO CRITICAL POSITIONS  
Ref: (a) NTCGLAKESINST 12610.1D

1. As instructed in reference (a), in the event of declaration of an extreme emergency situation, the position of Berthing Assignment Clerk will be the only essential position which must be manned. This means that in an extreme emergency situation, i.e., disaster, weather emergency, etc., the berthing assignment clerk(s) on duty on any shift must stay until properly relieved.
2. Additionally, clerks not on duty are required to report to their duty as scheduled, even in the event of base closure. Overtime/compensatory time will be granted as applicable.

  
E. J. KATZWINKEL

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FIRST ENDORSEMENT

I, \_\_\_\_\_, have read and understand the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date